



## Required Documentation for Faculty Appointments and Promotion

(Please forward documents to the USU sponsoring department for Departmental approval)

### Assistant Professor

- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Letter of Recommendation from local Department Chair or Program Director
- ☐ Command Endorsement
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)

### Associate Professor (*Assistant Professor rank for at least 4-6 years*)

(Please contact USU sponsoring Dept in advance to coordinate submission of paperwork)

- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Statement of Academic Accomplishments and/or Educational Philosophy (2 pages max)
- ☐ 4 samples of academic publications
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)
- ☐ Educator's Portfolio (optional, however, encouraged)
- ☐ At least 3 External Letters of Evaluation (4 if Tenure eligible) *to be obtained by the USU sponsoring Dept*

### Clinical Associate Professor (*Assistant Professor rank for at least 6 years*)

- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Letter of support from a faculty member of senior academic rank in the applicant's specialty
- ☐ Command Endorsement
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)

### Professor (*Associate Professor rank for at least 3 years*)

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- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Statement of Academic Accomplishments and/or Educational Philosophy (2 pages max)
- ☐ 4 samples of academic publications
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)
- ☐ Educator's Portfolio (optional, however, encouraged)
- ☐ At least 5 External Letters of Evaluation (6 if Tenure eligible) *to be obtained by the USU sponsoring Dept*

### Clinical Professor (*At least 10 years as Assistant and/or Associate Professor*)

- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Letter of support from a faculty member of senior academic rank in the applicant's specialty
- ☐ Command Endorsement
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)



**Required Documentation for Adjunct Faculty Appointments and Promotion**  
(Please forward documents to the USU sponsoring department for Departmental approval)

**Adjunct is a prefix assigned to Faculty who do not have routinely scheduled involvement with USU teaching programs. Rather, the contributions of these Faculty members are random or episodic.**

**Adjunct Assistant Professor**

- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Letter of Recommendation from local Department Chair or Program Director
- ☐ Command Endorsement
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)

**Adjunct Associate Professor (*Assistant Professor rank for at least 4-6 years*)**

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- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ CV (USU or AAMC Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
- ☐ Statement of Academic Accomplishments and/or Educational Philosophy (2 pages max)
- ☐ 4 samples of academic publications
- ☐ USU Form 107 [www.usuhs.mil/chr/CAPT\\_Material.shtml](http://www.usuhs.mil/chr/CAPT_Material.shtml)
- ☐ Educator's Portfolio (optional, however, encouraged)

**Adjunct Professor (*Associate Professor rank for at least 3 years*)**

**(Please contact USU sponsoring Dept in advance to coordinate submission of paperwork)**

- ☐ CV (BOR Abbreviated Format) [www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html](http://www.usuhs.mil/medschool/deans/associatedeans/faculty/cvbuilder.html)
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